

ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 02-052

TO: District Superintendents/Charter School Administrators
FROM: Marcie K. Celaya
DATE: May 7, 2002
SUBJECT: FY 2002-2003 LEA Calendar

Beginning Fiscal Year 2002-2003 all entities will be required to submit their LEA Calendar electronically. This is mandated by A.R.S. §15-1042. A Policy Manual and User Guide have been designed in order to facilitate a seamless process. Both of these documents can be found on the School Finance Home Page <http://www.ade.az.gov/schoolfinance>.

LEA Calendar application is available through <http://www.ade.az.gov/districts/default.asp> **COMMON LOGON** username and password is required. If you do not have a common logon please contact Elizabeth Winters at (602) 542-3269 or e-mail her at enterprise@ade.az.gov. You can also use the Request Login function in the common logon to request additional accounts. Permissions to update the LEA calendar for their own district or charter have already been set up for all school district and charter holder administrators.

Schools that have calendars that go into a new fiscal year will need to mail a hard copy of their calendar to School Finance with instructions on how Equalization payments should be dispersed. Schools should also key in their calendar up to June 28th 2003.

Comments or questions regarding LEA Calendar application should be directed to Raymond Guadian, School Finance unit, Arizona Department of Education, at (602) 542-8797 or e-mail rguadia@ade.az.gov. Any further updates will be posted on the School Finance Bulletin Board <http://www.ade.az.gov/schoolfinance/BulletinBoard/>.